



AGENDA
Educator Census Training
Wednesday, February 3, 2010
10:00 am - 12:00 pm
Learning Network of Vermont (LNV)

Please bring a copy of the *2009-2010 Quick Reference* document, available on your 2009-2010 Educator Census CD, to the training. Page numbers refer to this document.

- Welcome
- Review Purposes of the Educator Census (p. 1)
- Who Completes the Educator Census (p. 1)
- HQT and the Educator Census (p. 1)
- Dates of Collection (p. 2)
- Getting Started
 - Pre-Loaded Data (p. 3)
 - Documents to Print and Distribute (p. 3)
 - Tips from Users (p. 7)
- Entering Information Correctly in the Census Application
 - Who to Include (p. 5)
 - Employing Organization vs. Place Of Service (p. 10)
 - Educator Status (p. 11)
 - Job Roles (p. 11)
 - Team Teaching (p. 17)
 - Start And End Dates (p. 17)
 - Changing An Educator's Assignment Information (p. 17)
 - FTE (p. 20)
 - Course And Class Information
 - Course Categories (p. 21, Appendix)
 - Numbers Of Classes (p. 26)
- Submitting Your Data (Please refer to the *MS Access Data Entry Instructions* for further information. Contact the Data Management and Analysis Team (DMAT) at 802-828-3777 for assistance.)
- What's Next (p. 9)